



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:
NASOCEANAINST 1440.1G
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13 APR 2000

NAS OCEANA INSTRUCTION 1440.1G

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB)

Ref: (a) CINCPACFLTINST/CINCLANTFLTINST 1040.1D
(b) NAVPERS 15878
(c) NAVPERS 15909E
(d) OPNAVINST 1160.6A

Encl: (1) Eligibility Requirements
(2) Professional Development Board Worksheet
(3) Professional Development Board Tracking Form
(4) Professional Development Board Recommendation
(5) Executive Officer Recommendation

1. Purpose. The Professional Development Board (PDB) provides all enlisted personnel the opportunity for optimal development of professional skills, both military and technical. The goal is to enhance unit readiness, individual upward mobility, job satisfaction and ultimately, the retention of better qualified personnel.

2. Cancellation. NASOCEANAINST 1440.1F. Because of extensive revisions, paragraph markings have been omitted.

3. Discussion. The PDB is intended to provide guidance and encouragement to all enlisted personnel, regardless of pay grade and to support initiatives being taken by the member's immediate chain of command. The PDB will assist those who are experiencing difficulty in upward mobility, or who desire assistance in their professional development. Additionally, it will supplement chain of command attempts to encourage identified personnel to submit for reenlistment incentive programs, special duty assignments, education programs, commissioning programs or rating entry. Appearance before the PDB should be at the member's request, or as directed by the department concerned.

4. Action. PDBs shall be established under the guidance of the Command Master Chief at the departmental level and chaired by the Leading Chief Petty Officer (LCPO) of that department. Each board shall consist of senior enlisted personnel who will provide meaningful career advice and guidance. Each department shall identify who is required to attend (i.e., rating entry, exam failure, special program request, etc.) and others who should attend. The PDB will determine whether the individual is qualified for the requested program based on past performance,

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motivation and potential for future growth. Needs of the Navy and this command shall also be considered for those deserving and eligible individuals.

a. Command Master Chief

(1) Shall ensure that each department holds one or more boards each month to accommodate all personnel in a timely manner.

(2) Shall provide knowledgeable personnel needed to assist department PDB on request.

b. Department LCPOs

(1) Shall regularly schedule boards each month for their department. Boards shall consist of the following personnel:

(a) Department LCPO (Chair)*

(b) Department Career Counselor (Advisor)*

(c) Department/Division Training Petty Officer*

(d) Division LCPO*

(e) Designated supervisors for member's current and prospective workcenters

(f) Administrative Assistant (to provide minutes)

(g) Others as necessary to assist board proceedings (i.e., Training Petty Officer to provide requirements)

***Mandatory attendance**

(2) Monitor the progress of all undesignated General Detail (GENDET) personnel assigned to the department.

(3) Screen members based on failure or repeated Passed Not Advanced (PNA) of the Navy-wide advancement examinations.

(4) Screen members for specific programs which include:

(a) Request for class "A" school

(b) Inter-departmental transfer to enter/change rating

(c) Change of apprenticeship rating

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(5) Advise/encourage personnel in the following:

- (a) Commissioning officer programs
- (b) Educational programs
- (c) Special duty programs
- (d) Other professional growth guidance or advancement requirements

(6) Provide a written report to the Executive Officer of board actions each month.

c. Department Career Counselor

(1) Interview all newly reporting personnel, providing an explanation of the PDB proceedings.

(2) Screen/prepare individuals for appearance at the board based on the member's need to request using enclosures (1) and (2). Track personnel seen at PDBs using enclosure (3).

(3) Function as the senior advisor to the department PDB. Familiarize board members with individual's qualifications and requirements for applicable programs.

(4) Ensure resource materials, references (a) through (c), are available for advising board members on the following programs:

- (a) Commissioning programs
- (b) Enlisted education opportunities/Navy schools
- (c) Advancement
- (d) Special programs
- (e) Change of apprenticeship/rating

(5) Maintain copy and forward completed board recommendation, enclosure (4), back to division counselors to file in career counselor's file.

d. Department Head

(1) Ensure all assigned enlisted personnel are provided the opportunity to appear before the PDB as mandated or when requested at the earliest date.

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(2) Screen recommendations to the PDB. All recommendations shall be acted on at the earliest date.

e. Individual

(1) Must demonstrate the ability and willingness to perform in the desired assignment.

(2) Must meet all eligibility requirements, or provide documentation for overcoming deficiencies.


W. C. ZOBEL

Distribution:
NASOCEANAINST 5216.1V
Lists I (Case A), II, III, IV and V

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**ELIGIBILITY REQUIREMENTS FOR
PERSONNEL DESIRING STRIKER IDENTIFICATION**

1. Eligibility requirements:

- a. Must be nondesignated in paygrade E-2 or E-3.
- b. Must not have committed any disciplinary offense under the UCMJ or any civilian court jurisdiction during the past six months.
- c. Must have an overall Enlisted Performance Evaluation Average of at least 2.6.
- d. Must have completed Basic Military Requirement Course.
- e. Must have completed at least three to six months on board in their original assigned department.
- f. Must understand through counseling by his/her Department/Division Career Counselor, the following:

(1) The ratings available for entry through On-The-Job Training (OJT) and the qualification for each. Member's Armed Service Vocational Aptitude Battery (ASVAB) scores should meet the Navy class "A" School minimum requirements for a particular rating, per references (c) and (d).

(2) The manning levels of open ratings on board throughout the Navy, per reference (d).

Note: The above requirements are considered minimum requirements. Candidates must have demonstrated their desire and motivation through consistent satisfactory performance of their assigned duties.

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AMPLIFYING INFORMATION

1. Helpful information. There are many important points to consider when researching a rating. The Command/Department/Division Counselors and workcenter supervisors can help make a decision in choosing a rating, based upon the applicant's particular qualifications, interests, skills and experience. Motivation and desire are important considerations. These traits can best be determined through supervisor's observations of the daily performance of duties. Careful preparation is necessary to take advantage of the opportunities for growth and development. Preparations should include answers to the following questions:

a. WHAT RATINGS ARE AVAILABLE TO ME? The Departmental Career Counselor can help find information, in the latest Rating Entry for General Detail Apprentices (REGA)/Career Reenlistment Objectives (CREO) listing, about available ratings and the requirements for each one.

b. WHAT RATINGS DO I QUALIFY FOR? Your ASVAB scores, which are found on page 3 of your service record, should be within ten points of Navy "A" School requirements for a particular rating. This does not preclude you from entering into a rating, but are general guidelines unless the rating you choose is "A" school mandatory.

c. AM I PHYSICALLY QUALIFIED FOR THE RATING I DESIRE? Some ratings have specific requirements. These requirements can be located in Chapter 7 of reference (c).

d. DOES THE RATING I DESIRE REQUIRE ACCESS TO CLASSIFIED INFORMATION? If so, you must be eligible for the appropriate security clearance.

e. WHAT IS THE MANNING LEVEL FOR THE RATING I DESIRE? Overmanned ratings are difficult to enter as well as advance; again check your REGA/CREO.

f. WHAT FACTORS APPEAL TO ME ABOUT A PARTICULAR RATING? ARE THERE ANY FEATURES ABOUT THE RATING THAT MAY NOT APPEAL TO ME? The best sources of information are the senior enlisted personnel in the rating in which you are interested.

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PROFESSIONAL DEVELOPMENT BOARD

(Completed by applicants' department/division or workcenter counselor)

RATE	NAME (Last, First, MI)	SSN
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PROGRAM MANAGER	DEPARTMENT/DIVISION	PHONE
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DATE REPORTED	PREVIOUS COMMAND
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NUMBER OF MONTHS IN DEPARTMENT: _____

REASON FOR PDB: _____

OFFICER PROGRAM _____

CONVERSION: _____ SCORE OR LATERAL

SPECIAL PROGRAM _____ (i.e. SEALS,
recruiting, etc.)

3 OR MORE PNA/FAILURE _____

SLOW PQS PROGRESS _____

SCHOOLS _____

STRIKER BOARD _____

A. DESIRED RATING

B. WAIVER REQUIRED YES/NO

C. CREO GROUP

1. IS RATING CONTROLLED? YES NO

2. NAVY "A" SCHOOL REQUIRED? YES NO

3. PHYSICALLY QUALIFIED? YES NO

4. SECURITY CLEARANCE REQUIRED? YES NO

D. ADSD _____ EAOS _____ PRD _____

Enclosure (2)

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E. DISCIPLINARY OFFENSES PAST SIX MONTHS: _____

F. SIGNIFICANT PRIOR SERVICE TRAINING OR EXPERIENCE: _____

ASVAB TEST SCORES

ASVAB #	AFQT	GS	AR	WK	PC	NO	AS	AS	MK	MC	EI	VE
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_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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ASVAB #	AFQT	GI	NO	AD	WK	AR	SP	MK	EI	GS	SI	AI
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_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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"A" SCHOOL REQUIREMENTS _____

"A" SCHOOL MINIMUM SCORES REQUIRED _____

JOBS TRAINING AVAILABLE? _____

APPLICANT HAS COMPLETED RATE TRAINING COURSES FOR _____ 3&2
YES NO

PART TIME ON-THE-JOB TRAINING IN PROSPECTIVE RATE? YES NO

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PDB GUIDE

1. Department/Division Counselor read enclosure (1) and fill out enclosure (2) for board.
2. Department/Division Counselor schedule member using enclosure (3).
3. Board fills out enclosure (4) and forward to Departmental Counselor for Department Head review.
4. Department Counselor complete enclosure (5) and forward with package of completed enclosure (4) to Command Career Counselor after Department Head signature.
5. Command Career Counselor review PDB packages and forward to CMC who will forward to XO.
6. When enclosure (4) and (5) is returned to the Departmental Counselor signed by the CMC and XO, forward to Divisional/Workcenter Counselors to file in member's counseling folder.
7. Divisional/Workcenter Counselors should keep track of PDBs using enclosure (3), as well as Departmental Counselors.
Remember to follow up!

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PROFESSIONAL DEVELOPMENT BOARD RECOMMENDATION SAMPLE LETTER

From: Department LCPO
To: Executive Officer
Via: (1) Department Head
(2) Command Master Chief

Subj: PROFESSIONAL DEVELOPMENT BOARD RECOMMENDATION

1. The following member was screened by the _____
Departmental Professional Development board on _____.

Name: _____ Rate: _____ SSN: _____

2. Board Action: _____

3. Follow-up Needed: _____

4. Rescheduled for PDB (if needed): _____
date

5. Forwarded, recommending Approval / Disapproval.

LCPO Signature

Date

FIRST ENDORSEMENT

From: Department Head
To: Executive Officer
Via: Command Master Chief

1. Forwarded, recommending Approval / Disapproval.

DEPT Head Signature

Enclosure (4)

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Date

SECOND ENDORSEMENT

From: Command Master Chief
To: Executive Officer

1. Forwarded, recommending Approval / Disapproval.

2. Comments: _____

CMC Signature

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Date

From: Executive Officer
To: Department LCPO

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB) RECOMMENDATION

1. I have reviewed the following PDB packages:

NAME	RATE	SSN
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(List all names of enclosed packages here.)

2. Recommendation: Approved / Disapproved

3. Comments: _____

Executive Officer Signature

Enclosure (5)